

**PART 1. PLATTING ACCURACY.**

**5-101. Platting Accuracy.** Plats shall be prepared with the following accuracy:

- (A) Sketch plats shall be drawn to scale. They may be submitted in free hand form.
- (B) Preliminary plats shall be drawn to scale with such accuracy as to determine, the location of lot, block, property and boundary lines, utility and other facilities.
- (C) Final plats shall be prepared with the accuracy required for traverse data. The following shall be submitted with the final plat:
  - (1) Traverse data for the plat, including the coordinates of the boundary of the subdivision with the error of closure. The error of closure for a perimeter distance having a length of 10,000 feet or more shall not be more than 1 in 20,000. For perimeter distances less than 10,000 feet in length, the error of closure shall not be more than 1 in 10,000.
  - (2) The computation of all distances, angles and courses that are shown on the final plat unless measured in the field.
  - (3) All stakes, monuments or other evidence found on the ground in use to determine the boundaries of the plat.

**PART 2. SKETCH PLAT.**

**5-201. Contents of Sketch Plat.** The sketch plat shall show the proposed layout of streets, lots, proposed business and industrial areas, parks, playgrounds, and other public areas and features of the subdivision. The sketch plat shall contain the following data:

- (A) Boundary lines;
- (B) Existing streets, utility facilities, and major easements on or adjacent to the tract showing location, width or size, and purpose;
- (C) A topographic survey with ground elevations on the tract and other physical conditions on the tract such as water courses, marshes, wooded areas, on-site sewage disposal facilities, water wells, and existing structures, with notes stating if these features are to be retained or removed. The appropriate engineer may substitute spot elevations at specified points for the complete topographic survey or may, if conditions warrant, waive the topography survey requirement;

- (D) Physical conditions on adjacent land, including ground elevations whenever needed for drainage purposes, location of structures, railroad rights-of-way, utility lines, community facilities, traffic arteries, shopping centers, schools and parks;
- (E) A statement describing the covenants and available community facilities and utilities on and adjacent to the property to be subdivided;
- (F) A copy of any existing or proposed deed restrictions or covenants that affect the property and is required by a public agency or governing body.

### **PART 3. PRELIMINARY PLAT.**

**5-301. Form of Preliminary Plat.** The preliminary plat shall be drawn at a scale of not less than one inch equals 100 feet; however, areas over 100 acres may be at a scale of one inch equals 200 feet.

Upon submission of a preliminary plat, the Subdivider shall also submit a copy of the plat in digital format (i.e., on computer diskette) in addition to the mylar and paper copies described above. The digital format should contain the same information as the mylar or paper copies.

#### **5-302. Contents of Preliminary Plat.**

**(A) General Information.** The following general information shall be shown on the preliminary plat:

- (1) The proposed name of the subdivision. This name shall not duplicate or resemble the name of any existing subdivision within the area subject to these regulations.
- (2) Date, north point, and scale of drawing.
- (3) An identification clearly stating that the map is a preliminary plat.
- (4) Location of the subdivision to define the location and boundaries of the tract that will be subdivided.
- (5) Names of adjacent subdivisions or, in the case of unplatted land, the name of the owner or owners of adjacent property.
- (6) The name and address of the owner, the subdivider, if other than the owner, and the land surveyor or licensed landscape architect who prepared the plat.
- (7) Existing zoning on and adjacent to the tract and a note referencing any associated zone case, conditional use or community unit plan.

**(B) Existing Conditions.** The following existing conditions shall be shown on the preliminary plat:

- (1) The location, width and names of all existing public or private streets within or adjacent to the tract, together with easements, railroad rights-of-way, and other important features such as section lines and corners, city boundary lines and monuments.
- (2) Contour lines or spot elevations based on National Geodatic Vertical Datam (NGVD) having the following intervals:
  - (a) Two (2) foot contour intervals for ground slopes less than ten percent (10%).
  - (b) Five (5) foot contour intervals for ground slopes exceeding ten percent (10%).

The date of the topographic surveys shall be shown.

A topographic survey with ground elevations on the tract and other physical conditions on the tract, such as water courses, marshes, wooded areas, on-site sewage disposal facilities, water wells, and existing structures with notes stating if these features are to be retained or removed. The appropriate engineer may substitute spot elevations at specified points for the complete topographic survey or may, if conditions warrant, waive the topography survey requirement. An analysis with ground elevations on adjoining tracts sufficient to insure compatible drainage shall also be provided.

- (3) The location and direction of all watercourses and areas subject to flooding.
  - (4) Natural features such as rock outcroppings, marshes, lakes, wooded areas and isolated preservable trees.
  - (5) Existing use of the property including the location of all existing structures showing those that will be removed and those that will remain on the property after the final plat is recorded.
  - (6) The horizontal location within the subdivision and the horizontal location in the adjoining streets and property of existing sanitary and storm water sewers including flow lines, water mains, culverts, underground wiring, pipelines and gas lines proposed to serve the property to be subdivided.
  - (7) Zoning on and adjacent to the tract, if any.
  - (8) Location, elevation and description of the benchmark controlling the vertical survey.
  - (9) For plats located in the unincorporated areas of Sedgwick County, a copy of the tax map for the section where the tract is located depicting the current ownership pattern.
- (C) **Proposed Subdivision Plat.** The following information, with respect to the manner in which the tract is to be subdivided and developed, shall be included on the preliminary plat:
- (1) Streets showing the location, width and names. The preliminary plat shall show the relationship of proposed streets to existing streets or planned streets that are depicted on a development plan approved by the Planning Commission, or the governing body. If a development plan has not been

completed, the proposed streets shall be located and arranged in such a fashion as to compliment a development plan suggested by the Planning Commission.

- (2) Easements showing width and purpose.
  - (3) Lots showing approximate dimensions, minimum lot sizes and proposed lot and block numbers.
  - (4) Sites, if any, to be allocated for development with other than single-family dwellings.
  - (5) Sites, if any, to be dedicated or reserved for park, playground or other public purposes.
  - (6) Proposed building setback lines, if any.
- (D) **Additional Data and Information to be Submitted with the Preliminary Plat.** The following data and information shall be submitted in separate statements and/or maps accompanying the preliminary plat, or, if practical, such data and information may be shown on the preliminary plat:
- (1) A vicinity map showing existing subdivisions, streets and unsubdivided tracts adjacent to the proposed subdivision and showing the manner in which the proposed streets may be extended to connect with existing streets.
  - (2) A copy of any existing or proposed deed restrictions or covenants that affect the property and is required by a public agency or governing body.
  - (3) A statement of the manner in which it is proposed to finance improvements.
  - (4) A statement as to the general nature and type of improvements proposed for the subdivision, and in what manner the subdivider intends to provide for their installation, e.g., petition, actual construction, monetary guarantee, etc. If other than by petition, the approximate time that such improvements will be completed should be indicated.
  - (5) A drainage concept showing the means by which storm waters shall be accepted from adjacent properties, handled internally and drained from the tract, to include an analysis of adjacent properties.
- (E) **Additional Data and Information to be Submitted with the Preliminary Plat for a Manufactured Home Park.** Forty (40) copies of a proposed preliminary site development plan shall be submitted for all subdivisions being platted for development of a manufactured home park, for review by the Planning Director while the plat is being reviewed for approval. The proposed preliminary site development plan shall indicate the following:
- (1) The layout of proposed manufactured home spaces. The spaces shall be dimensioned and numbered.
  - (2) The alignment and width of proposed interior roadways and sidewalks.

- (3) Landscape buffers required by the applicable zoning and landscape codes.
- (4) A note stating where on-street parking is prohibited on interior roadways. The note shall also state that the park manager will be responsible for posting and enforcing the parking restriction.
- (5) Building setbacks from adjacent public streets as required by the zoning ordinance.
- (6) Complete access control to adjacent public streets from individual manufactured home spaces.
- (7) The area within the park being set aside for recreational space. The amount of recreational space being provided shall be in conformance with the requirements of the zoning ordinance. The percentage of recreation area relative to the size of the manufactured home park shall be specified.
- (8) Location of proposed storm shelter(s). (Chapter 26 of the Code of the City of Wichita.)
- (9) A Typical Site Layout that is dimensioned and indicates the storage locker and paved patio required by the Manufactured Home Code (Chapter 26 of the Code of the City of Wichita).

#### **PART 4. FINAL PLAT.**

**5-401. Form of Plat.** The final plat shall be prepared by a licensed land surveyor as defined in Article 11 Section 11-102 Definitions, and drawn in waterproof black ink on mylar or its equivalent as may be approved by the Planning Department. Alternatively, a final plat may be prepared with a photographic process, provided it is submitted on .004 inch mylar, cronoflex engineering photographic film or its equivalent, as may be approved by the Planning Department. The maximum permitted page sizes shall be twenty four (24) inches by thirty six (36) inches, or smaller. Larger sizes will not be accepted. The scale shall be not less than 100 feet to one inch, except that a variation in scale may be allowed where the Planning Department determines it is necessary for a proper exhibit of the subdivision. When more than one sheet is used for any plat, each such sheet shall be numbered consecutively and each such sheet shall contain a notation showing the whole number of sheets in the plat and its relation to other sheets (e.g., sheet 1 of 3 sheets). Linear dimensions shall be given in feet and decimals of a foot.

Upon submission of a final plat tracing, the Subdivider shall also submit a copy of the plat in digital format (i.e., on computer diskette) in addition to the mylar and paper copies described above. The digital format should contain the same information as the mylar or paper copies.

**5-402. Content of Final Plat.** The final plat shall indicate the following:

- (A) The name of the subdivision.
- (B) The date, scale, north point, legend and controlling physical features, such as water courses, highways and railroads.
- (C) A legal description of the tract boundaries.
- (D) Reference ties to a government or section corners or previously platted lot corners as follows:

- (1) Distance and direction to the monuments used to locate the land described in the certificate of survey.
  - (2) The location of all other monuments required to be installed by the provisions of these regulations.
  - (3) A reference to the quarter section where the plat is located.
- (E) Tract boundary, block boundary, street and other right-of-way lines with distances and angles (and/or bearings). Where these lines follow a curve (all curves must be circular), the central angle, the radius, points of curvature, length of curve and length of intermediate tangents shall be shown.
- (F) Lot lines with dimensions. Side lot lines shall be at right angles or radial to street lines unless otherwise shown. Those side lot lines that are not at right angles or radial shall be clearly labeled. Rear lot lines shall be parallel to block or tract lines unless otherwise indicated. Points of deflection of rear lot lines shall be indicated by angles or bearings and distances.
- (G) The width of the portion of street right-of-way being dedicated by the plat and the width of any existing right-of-way. The centerline of adjacent perimeter streets shall be indicated.
- (H) All easements shall be denoted by fine dashed lines, clearly identified, and if already filed of record, the recording information for the easements shall be referenced. If an easement is not definitely located of record, a statement of such easement shall be included. The width of the easement must be shown with sufficient ties to locate it definitely with respect to the subdivision. If the easement is being dedicated by way of the plat, its dedication shall be properly referenced in the plat's text on the final plat tracing.
- (I) Lot numbers beginning with the number one, and numbered consecutively in each block.
- (J) Block numbers or letters continuing consecutively without omission or duplication throughout the subdivision. Such identification shall be solid, of sufficient size and thickness to stand out, and so placed as not to obliterate any figure.
- (K) Land parcels to be dedicated for any purpose, public or private, to be distinguished from lots or tracts intended for sale.
- (L) Building setback lines, if any.
- (M) A name for each street shown within the subdivision or adjacent to its perimeter.
- (N) The location and elevation of permanent on-site and off-site benchmarks if the plat is establishing minimum building pad or lowest floor elevations.
- (O) If street rights-of-way, building setbacks, access controls, minimum building pad elevations, public easement or other public reservations are being vacated by the plat, proper reference to K.S.A.

12-512(b), amended, shall be made in the plat's text.

(P) When the establishment of minimum building pad or lowest floor elevations are required, the required elevations shall be referenced in Mean Sea Level on the face of the plat. The platting of the minimum building pad or lowest floor elevations shall also be noted in the plat's text. If the plat is located within or adjacent to the city limits of Wichita, the required elevations shall also be referenced in City Datum.

(Q) If the plat proposes the creation of reserves, the plat's text shall state the purposes of the reserves, as well as, who will own and be responsible for the maintenance of the reserves.

(R) The following certificates, which may be combined where appropriate:

(1) A certificate signed and acknowledged by all parties having any record, title, or interest in the land subdivided and consenting to the preparation and recording of the said subdivision map.

(2) A certificate signed and acknowledged as above, dedicating all parcels of land shown on the final plat and intended for any public use except those parcels that are intended for the exclusive use of the lot owners of the subdivision, their licensees, visitors, tenants and servants. If the subdivision abuts or is within 100 feet of any FEMA-regulated floodplain or regulatory floodway, the dedicating certificate shall also recite that, "FEMA floodplain and regulatory floodway boundaries are subject to periodic change, and such change may affect the intended land use within the subdivision."

(3) A certificate signed by the licensed land surveyor responsible for the survey and final plat. The land surveyor shall not record the plat until all monuments, irons, or benchmarks required by these regulations, have been set. The land surveyor's signature shall be accompanied by the surveyor's seal and shall state the month and year the survey was made.

(4) The acknowledgment of a notary in one of the following forms:

(a) For an acknowledgment in an individual capacity:

State of Kansas, County of Sedgwick, SS

This instrument was acknowledged before me on (date) by name(s) of person(s).

Seal or stamp \_\_\_\_\_, Notary Public  
(Signature of Notarial Officer)

My commission expires: \_\_\_\_\_

(b) For an acknowledgment in a representative capacity:

State of Kansas, County of Sedgwick, SS

This instrument was acknowledged before me on (date) by name(s) of person(s) as (type of authority, e.g., officer, trustee, president, etc.) of (name of party on behalf of whom instrument was executed) on behalf of (company, partnership, trust, etc.)

Seal or stamp \_\_\_\_\_, Notary Public  
(Signature of Notarial Officer)

My commission expires: \_\_\_\_\_

- (5) The certification of the Planning Commission in the following form:

This plat of \_\_\_\_\_ has been submitted to and approved by the  
Wichita-Sedgwick County Metropolitan Area Planning Commission, Wichita, Kansas.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Wichita-Sedgwick County Metropolitan Area Planning Commission

By \_\_\_\_\_, Chairman  
(Typed Name)

(SEAL)

ATTEST:

\_\_\_\_\_, Secretary  
(Typed Name)

- 6) The plat approval and acceptance of dedications by the municipal governing body, when required, in the following form:

This plat approved and all dedications shown hereon, if any, accepted by the (name of the governing body) of the City of Wichita, Kansas, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

At the Direction of the City Council

(SEAL)

\_\_\_\_\_

ATTEST:

\_\_\_\_\_, City Clerk  
(Typed Name)

- (7) The plat approval and acceptance of dedications by the Board of County Commissioners, when



required, in the following form:

This plat approved and all dedications shown hereon, if any, accepted by the Board of County Commissioners of Sedgwick County, Kansas, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_, Chairman  
(Typed Name)

(SEAL)

ATTEST:

\_\_\_\_\_ County Clerk  
(Typed Name)

(8) A blank space for noting entry on the transfer record in the following form:

Entered on transfer record this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_, County Clerk  
(Typed Name)

(9) The certificate of the Register of Deeds in the following form:

State of Kansas, County of Sedgwick, SS

This is to certify that this instrument was filed for record in the Register of Deeds Office, at \_\_\_\_ a.m. - p.m., on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_, Register of Deeds  
(Typed Name)

\_\_\_\_\_, Deputy  
(Typed Name)

- (10) Provision for all other certifications, approvals, and acceptances, that are now or may hereafter be, required by any statute, ordinance or regulation.
- (11) The form of the certification may be modified as necessary with the approval of the Planning Department legal counsel to meet statutory or other requirements.
- (12) The Certificate of the Deputy County Surveyor in the following form:

Reviewed in accordance with K.S.A. 58-2005 on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Surveyor \_\_\_\_\_, Deputy County  
(Typed Name) Sedgwick County, Kansas

**5-403. Supplemental Information to be Submitted with Final Plat.** The following additional data shall be submitted with the final plat:

- (A) A title report by an abstract or a title insurance company, or an attorney's opinion of title, showing the name of the owner of the land and all other persons who have an interest in, or an encumbrance on the plat. The consent of all such persons shall be shown on the plat.
- (B) A certificate showing that all taxes and special assessments due and payable have been paid in full; or of such taxes have been protected as provided by law, monies or other sufficient escrows guaranteeing such payment of taxes in the event the protest is not upheld, may be placed on deposit with such officials or governing bodies to meet this requirement.
- (C) If determined to be needed by the Planning Department, a draft of proposed covenants that address such public concerns as required off-street parking, ownership and maintenance of reserves, tying of lots together for use of on-site sewerage, avigational easements, etc.
- (D) Five (5) copies of the approved preliminary site development plan shall be submitted for all subdivisions being platted for development of a mobile home park. This site plan shall depict all items outlined in 5-302(E) of these regulations and any other requirements established at the time of preliminary plat approval.
- (E) A drainage plan shall be submitted to the appropriate engineer prior to, or at the time of, submitting the final plat for Subdivision Committee review, to include an analysis of surrounding properties.

The Subdivision plat shall clearly state that a drainage plan has been developed for the subdivision and that all drainage easements, rights-of-way, or reserves shall remain at the established grades or as modified with the approval of the applicable City or County Engineer, and unobstructed to allow for the conveyance of storm water.

- (F) A list identifying the amount of square feet within each lot and reserve within the perimeter of the final plat.

## **PART 5. CORRECTIONS AND CHANGES TO RECORDED PLATS.**

**5-501. Corrections to Recorded Plats.** If, after recording a subdivision plat, an error is found in distances, angles, bearings, subdivision or street names, block or lot numbers, the computation of dimension or elevation or other details of the plat, except in connection with the outer boundaries of the plat, and if the property described in that part of the plat containing the error is under the ownership of the person who caused the plat to be prepared, the appropriate engineer (of either the City or County), after substantiation of the existence of the error, may file an affidavit with the Register of Deeds that the error was made. The affidavit shall describe the nature and extent of the error and the appropriate correction. The Register of Deeds shall record the affidavit and shall place in the margin of the recorded plat a notation that the affidavit has been filed, the date of filing and the book and page where it is recorded. The filing of the affidavit shall correct any such errors but shall have no effect on the validity of the plat or any property interest recorded by reference thereto.

**5-502. Changes to Minimum Pad Elevations on Recorded Plats.** If, after recording a subdivision plat where minimum pad elevations are shown, new floodway/drainage information becomes available that would change the minimum pad elevation requirement, the appropriate engineer (of either the City or County), after verifying the change in floodway/drainage information and after notifying the owner(s) of record of the lot(s) involved, by certified mail to their last known address, or after receiving the request of the owner(s) of record of the lot(s) involved, may file an affidavit with the Register of Deeds, describing the nature and extent of the minimum pad elevation change(s). The change(s) may not increase the required minimum pad elevation unless the lot(s) affected is (are) undeveloped on the date the affidavit is recorded. The Register of Deeds shall record the affidavit and shall place in the margin of the recorded plat a notation that the affidavit has been filed, the date of the filing and the book and page where it is recorded. The filing of the affidavit shall change the minimum pad elevations on the lots as noted in the affidavit, but shall have no effect on the validity of the plat or any property interest recorded by reference thereto.